



Job Description

Position: Account Executive

Company: Hospital Services, Inc. (HSI) a subsidiary of North Dakota Hospital Association (NDHA)

Department: DBA: HSI solutions, healthcare group purchasing organization

Exemption Status: Exempt

Reports to: HSI President

Purpose

This position markets and provides services for HSI Solutions' members by regularly meeting with members to maximize their understanding and participation in group purchasing organization services (GPO), products and solutions. Account retention and growth is the top priority for this role and will be assured by the execution, documentation and promotion of relevant projects that improve the financial health of our members.

Roles and Responsibilities

- Travels to and makes sales calls within sales territory to existing and potential members to aggressively promote products and services.
- Meets with and orientates existing and new member CEO's to HSI Solutions products and services.
- Orientates and educates new and existing members to Intalere's tools.
- Communicates with members regarding complaints and requests for information on services and products.
- Acts as the member advocate with vendors, Intalere internal staff and HSI Solutions team regarding complaints, requests for information, and dispute resolution.
- Communicates with vendors regarding contract implementation issues, new leads and requests for assistance with member issues.
- Coordinates and attends, along with ensuring appropriate staff attend, regional education meetings for acute care and non-acute care services. Contributes to website, newsletter and other educational vehicles to enhance members' knowledge of services and products.
- Participates in regional trade shows representing HIS Solutions services and products.
- Markets new Intalere contracts, products and solutions to members and prospective members. Markets Intalere Choice and Alliance contracts to membership.
- Manages contract utilization and vendor sales reporting.
- Collaborates with HSI Director of Supply Chain and Intalere to develop benchmarks, short, mid, and long term goals of business development, cost studies and supply chain solutions for members.
- Communicates with Intalere to obtain input regarding suggested improvements to the Business Development, Sales and Supply Chain division

- Is knowledgeable of all HSI Solutions products and services, including Intalere products and non-GPO services.
- Conducts business review with membership on a scheduled basis.
- Evaluates the utilization of Intalere products, services and solutions and identifies additional cost saving opportunities for members.
- Performs special projects as requested by Intalere, HSI Solutions President or members.

Skills Required

- Provide exceptional customer service with the ability to interpret and deliver complex internal and external data and systems, including the ability to explain complex information in a way that is easily understood.
- Possess excellent communication skills, both verbal and written.
- Able to manage time and territory.
- Must be proactive and be able to operate independently.

Qualifications

- Bachelor's Degree in Business, healthcare related field, supply chain management desirable or combination of education and experience providing equivalent knowledge;
- Minimum five years proven outside sales success in a healthcare environment;
- Knowledge of computer systems and programs, proficient with Microsoft Office, CRM and proprietary databases; and
- Knowledge of healthcare supply chain systems, value analysis techniques and group purchasing organizations (GPO).

Miscellaneous

This position requires:

- Extensive travel within the HSI territory of North and South Dakota, eastern Wyoming and eastern Montana. Travel will also be required to meet with potential new clients in Minnesota;
- Travel to attend regional and national meetings, including Intalere's national sales meeting, Intalere's annual membership conference, and national and regional professional association meetings, and other events deemed appropriate by HSI Solutions;
- A valid state driver's license and required insurance at all times;
- Employment background check including credit check;
- Performance within the prescribed limits of members' Ethics and Compliance programs and is responsible to report any violations to immediate supervisor or appropriate person in the Chain of Command; and
- As required, registration with a vendor credentialing firm utilized by member or prospective member.

Salary is commensurate with experience.

Note

- This job description is not an exhaustive list of all skills, responsibilities or efforts associated with the position. They reflect the principal job elements essential for the performance of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time;
- The North Dakota Hospital Association values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law. All employment is decided on the basis of qualifications, merit, and business need.

Please forward copy of resume and salary history to jschreier@hsolutions.org.

The deadline to submit is April 30th, 2019.